



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01.122-DIR
Date: August 1, 2012
Page: 1 of 3

BOARD DIRECTIVE

SUBJECT: **RECORDS MANAGEMENT**

PURPOSE: To establish guidelines for implementing a records management program to ensure all vital records of the Louisiana Board of Pardons and Committee on Parole (Board) are stored, managed, and disposed of in accordance with state law.

AUTHORITY: LAC Title 22, Part XI, Chapter 1

DIRECTIVE: The Board is required to establish and maintain a records management program on a continuing and active basis, in cooperation with the Department of Public Safety & Corrections (DPS&C). The Board shall use the Records Retention Schedule created and maintained by the DPS&C, in accordance with Department Regulation A-01-009, "Records Management Program".

DEFINITIONS:

Convenience Copy: An exact identical copy of a State record maintained only for reference purposes.

Record: All documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law in connection with the transaction of official business, or preserved by an agency or political subdivision because of other informational or legal value. This term shall not be construed to include library and museum material developed or acquired and preserved solely for reference or exhibition purposes, extra copies maintained for convenience as reference documents, stocks of standard publications or processed documents. (La. R.S. 44:402)

Record Retention Schedule: A document listing all records series for the Department, including an indication for that series of the length of time the records are to be retained. This schedule becomes effective when approved by the Secretary of State, Division of State Archives.

Record Series: File units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from an activity, document a

specific type of transaction, or have some other relationship arising from their creation, receipt or use (such as documents with specific restrictions on access or use.) A group of like records that are treated as a unit for records management purposes. All record series may contain many separate files, but shall be treated as a single unit for all purposes relating to records retention.

Records Management Officer: An employee appointed by the Secretary who is responsible for implementing and maintaining the Department's Records Management Program.

Records Management Program: A program designed to provide maximum economy and efficiency in the creation, organization, use, maintenance or disposition of records to ensure records are retained as long as needed and unneeded records are not created or retained beyond their usefulness.

Records Management: The application of management techniques to the creation, use, maintenance, retention, preservation, and destruction of State records for the purposes of improving efficiency of record keeping, ensure access to public information, and reducing costs.

Records Retention Coordinator: The person designated by the Chairman to oversee records management, retention, and disposition for the Board.

Retention Period: The amount of time a record or records series must be retained before destruction or archival preservation.

PROCEDURES:

- A. The Principal Assistant to the Board (PA) is the Chairman's designee to serve as the Board's Records Retention Coordinator. The PA shall ensure that appropriate Board employees are trained on records management and disposition.
- B. The PA shall maintain a copy of the Board's approved Records Retention Schedule, which provides the perpetual authority needed to dispose of appropriate State records.
- C. The PA shall ensure that Board records are retained for the timeframes set forth in the Schedule. Records shall not be retained longer than the established retention period.
- D. All Board staff shall ensure that records in their area of responsibility are stored in an organized manner and located in an area with adequate storage space that is easily accessible to authorized personnel. Request for additional storage space should be coordinated through the PA.
- E. Once records have been maintained for the amount of time specified in the Schedule, they shall be prepared for final disposition.
 - 1. *Caution: Records that reach their retention period and are involved in litigation claims shall not be disposed of until the litigation process is complete.*

2. It is not the intent of the schedule to address convenience copies, which are not considered State records, and these may be disposed of as necessary, without documentation, when their purpose has been served. Convenience copies should not be retained longer than the State record, as indicated in the schedule.
- F. The disposition of records shall be properly documented, in accordance with DPS&C Regulation No. A-01-009, "Records Management Program".
- G. Any suggested additions, revisions, or deletions to the records management program shall be submitted to the PA for approval. The approved suggestions shall then be forwarded to the DPS&C Records Management Officer for inclusion in the periodic update of the DPS&C Records Retention Schedule.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*